



Arizona Department of Education
Office of English Language Acquisition Services

Date: November 5, 2013

To: Superintendents, Business Managers, and ELL Coordinators

From: Tammara Ragsdale, Director of Professional Development
Office of English Language Acquisition Services

Subject: FY 2015 Structured English Immersion Fund Application
Phase I - Average Class Size Survey

Arizona Revised Statutes §15-756.01, §15-756.03, and §15.756.04 establish procedures and provide a mechanism for determining and funding the incremental costs for educating English Language Learner (ELL) students who are participating in Structured English Immersion (SEI) programs approved by the Arizona English Language Learners Task Force. Districts and charter schools have an opportunity to apply for funding through the SEI Fund Application request through §15-756.03(A).

All districts and charters are eligible to receive an allocation from the SEI fund if they had ELLs participating in SEI programs in FY 2013. The process for applying for the fund is done in phases.

- **Phase I** is the Average Class Size Survey. The data from the Average Class Size Surveys contribute to the Incremental Teacher Spreadsheet.
- **Phase II** is the Incremental Teacher Spreadsheet. These spreadsheets, pursuant to A.R.S. §15-756.01(I), are used to calculate the incremental cost of implementing the models. They contain a mathematical calculation that determines the amount a district or charter would be eligible to receive (before the calculation of offsets) for teacher salaries and benefits from the SEI fund.
- **Phase III** is the Budget Application. Approved salaries/benefits, requests for trainings, and incremental materials are documented in the application for review by ADE.

Phase I Procedure: First, please ensure you have access to the SEI Budget application in Common Logon. Once you have accessed the application, select the tab for “Average Class Size Survey” and complete the required form. We have a recorded webinar training located [here](#) for this phase of the application to provide additional guidance.

All districts and charters that would like to request an allocation from the SEI fund are required to submit an Average Class Size Survey to OELAS through Common Logon. The deadline to submit the Average Class Size Survey is **Friday, November 29, 2013**.

You will receive notification when each phase of the SEI Budget is set to begin. These notifications will include information on training opportunities and guidance documents to assist you. Each phase will also include a recorded webinar training as a resource. The anticipated completion of the entire process is March 2014. If you have any questions, please email the SEI Budget Inbox at SEIBudget@azed.gov.